

## Policy & Procedure (P&P)

Policy Title :

### Instrument Checking Procedures

| Department              | Index No.            | Scope            |
|-------------------------|----------------------|------------------|
| Laboratory & Blood Bank | LAB-103              | Blood Bank Staff |
| Issue Date              | Revision NO          | Effective Date   |
| 05/06/1432              | 2                    | 23/07/1440       |
| Review Due Date         | Related Standard NO. | Page Number#     |
| 23/07/1442              | CBAHI (NA )          | 2                |

#### 01. Policy:

Provide guidelines to all blood bank workers about daily, weekly, monthly and annually checking to all instruments and how to do corrective action in case of any trouble shooting problems.

#### 02. Definition:

N/A

#### 03. Purpose :

03.1. To provide proper maintenance of the instrument and smooth work flow in the Blood Bank.

#### 04. Procedure :

It is required by all the blood bank staff of proper handling of the instrument according to the protocol in the operator manual instruction.

By:

1. Follow daily maintenance of the instrument..
2. Follow weekly maintenance of the instrument.
3. Follow yearly maintenance of the instrument..
4. Record in the work sheet.
5. Notify the supervisor if any trouble shooting problem.
6. Notify the supervisor for any out of control parameters.
7. Corrective action taken.
8. Documented in the work sheet.



#### 06. RESPONSIBILITY

06.1. All Blood Bank Staff of Al-Qunfudah General Hospital.

#### 07. EQUIPMENT AND FORMS::

07.1. Balance Calibration Work Sheet

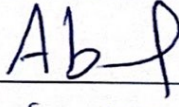
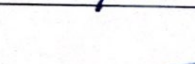
#### 08. Attachment :

N/A

#### 09. Reference

- 09.1. Clinical lab Management for clinical lab scientist.
- 09.2. King Abdul Aziz Hospital.
- 09.3. Technical Manual of the American Association of Blood Banks.

### Preparation , Reviewing & Approval Box

|                      | NAME                  | POSITION           | SIGN & STAMP                                                                          | DATE      |
|----------------------|-----------------------|--------------------|---------------------------------------------------------------------------------------|-----------|
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| Approved By          | Dr. ABDULLAH ALJABRI  | Hospital Director  |  | 1442/7/17 |

